

## PROCEDURE DOCUMENT

Subject: **Releasing Student Education Records and Information**

Section  
**Student Affairs**

Effective Date    Last Reviewed    Revision Date  
**12/19/19**

### I. PROCEDURE(S)

- A. The University's Student Education Records Policy permits the disclosure of personally identifiable information with the written permission of the student or to designated persons without the student's permission.
- B. Student written consent includes
1. Information necessary for unambiguous identification of the student whose records are to be disclosed;
  2. Specification of the record(s) from which information is to be released and the items of information within the record(s) which are to be released;
  3. The person or class of persons who may receive the information;
  4. The purpose for which the information is to be released;
  5. The date of the request; and
  6. The signature of the student.
- C. Custodians of student records may design release consent forms suitable for specific records. It is to be expected that many requests will take the form of letters or forms provided by other institutions. Such requests shall be honored if all necessary information is provided.
- D. Aggregate Student Data or Groups of Students
1. Release of information on groups of students is permissible under controlled conditions. For information about obtaining student data, such as class lists or college major lists, contact the Office of Institutional Research. Lists of students to be released to third parties must not include students who have chosen to suppress their public information and cannot contain private student information.

2. Information on groups is not released in some cases. For example

- a. When it might be possible to infer individual information from it, i.e., if the number within a particular subset of the aggregation were small and its personal attributes sufficiently distinctive



individual level, e.g. grade distribution by department or student subset.

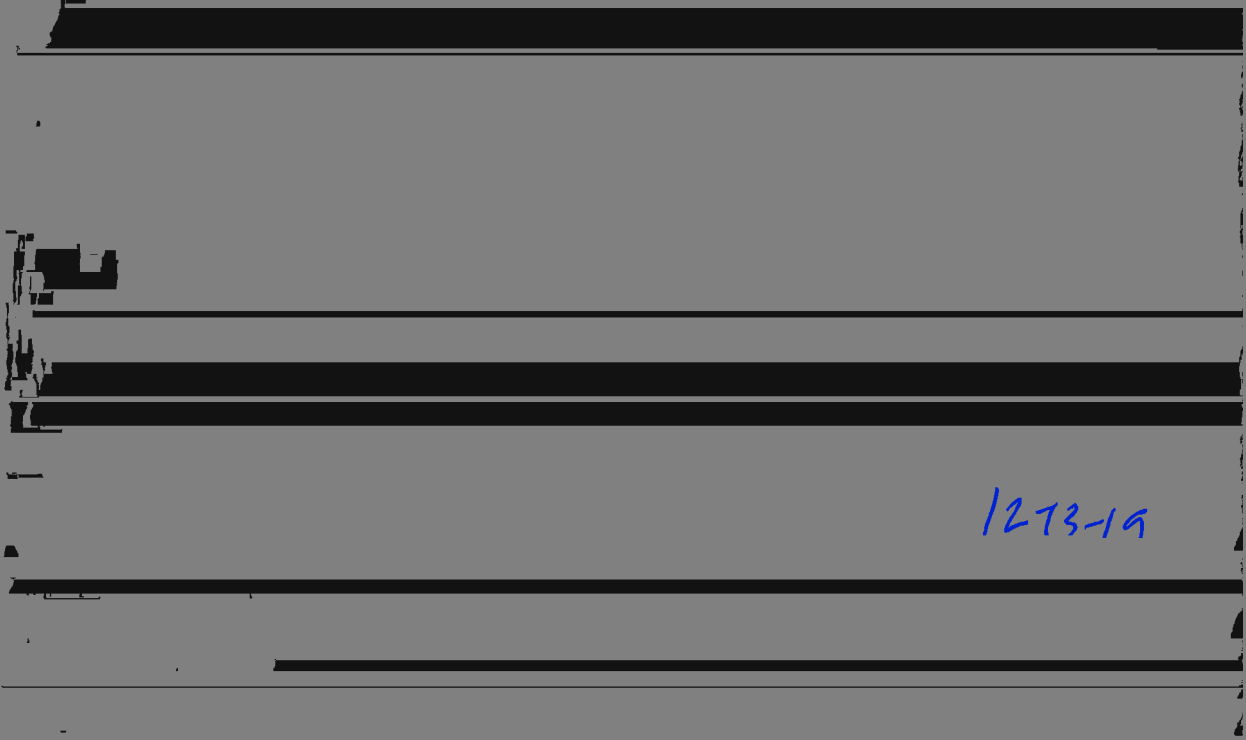
E. Release of Applicant Information.

1. Information about an application may be released to:

- a. The applicant;
- b. The applicant's parents, if the applicant is a dependent as defined under the Internal Revenue Code;
- c. Persons to whom the applicant has given written permission for access; and

## II. POLICY REFERENCE

The procedures above are part of the operational implementation of the University's Student Education Privacy Policy, and are in compliance with that policy.



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## III. REVIEW AND RESPONSIBILITY